The Center for Excellence in
**Teaching, Learning
& Leadership**
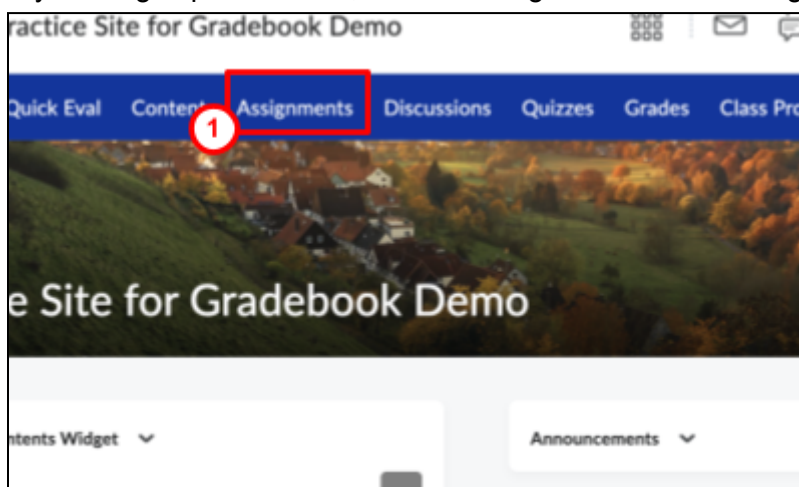*Queens College, City University of New York*
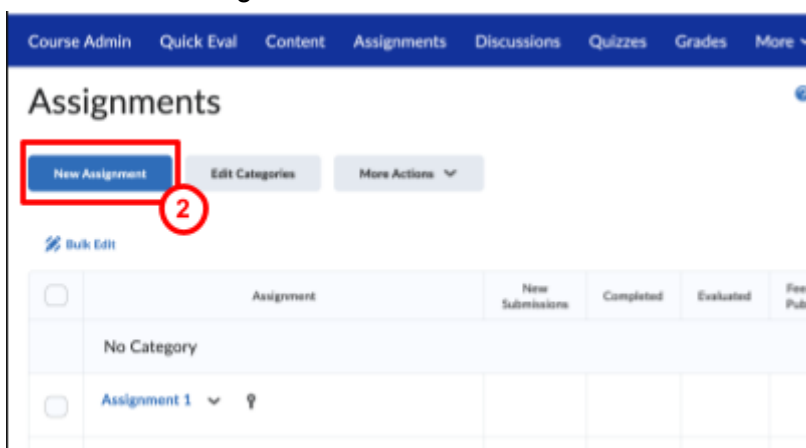
Brightspace Assignments

Brightspace Guides Collection

Set up an Assignment

1. In your Brightspace course, click on Assignments in the Navigation bar.
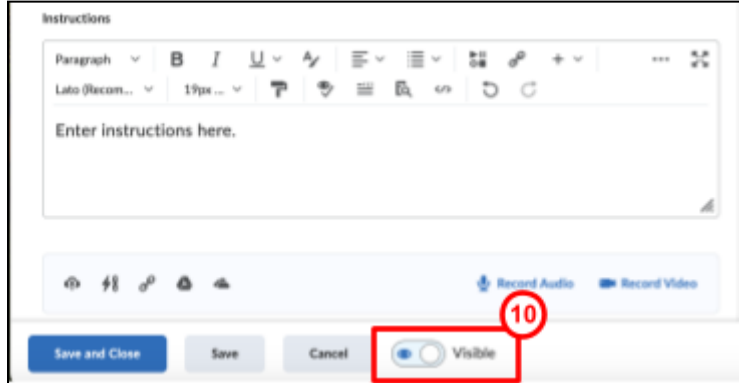


2. Click on New Assignment

3. Enter a Name
4. Enter Grade Out of
5. Be sure to select In Grade Book (next to Grade Out Of)
6. Enter a Due Date and Time
7. Enter Instructions

8. Under Availability Dates & Conditions, select a Start Date. An End date is optional.
9. You can choose a visibility option
   a. **Visible with access restricted: Learners can see the assignment** before the start date or after the end date but they can't open it
   b. **Visible with submission restricted** Learners can see all details before/after availability dates and can open it but cannot submit anything or mark it as complete.
   c. **Hidden**: Learners cannot see the Assignment anywhere, including Calendar and Notifications

10. Click the Hidden/Visible toggle button to make it visible to Students. You *must* make it visible regardless of the availability start date.
This will *not* override the visibility options in Step 9.

11. Click on Submission & Completion then Submission Type and choose how you want the assignment submitted: file, text, paper, or observed in person.
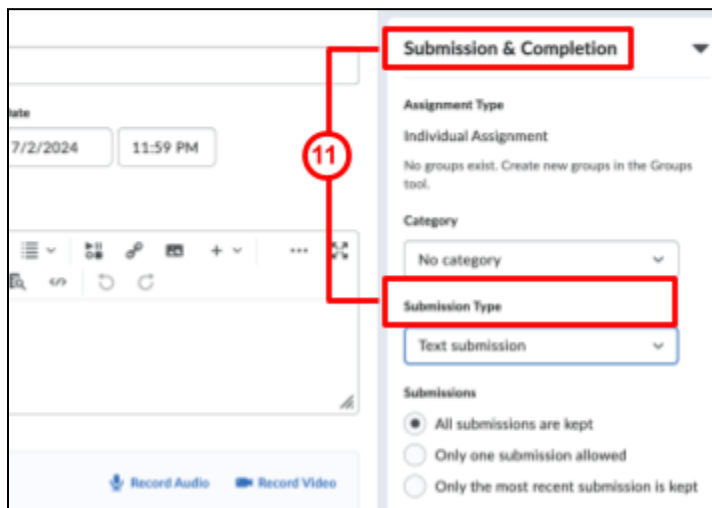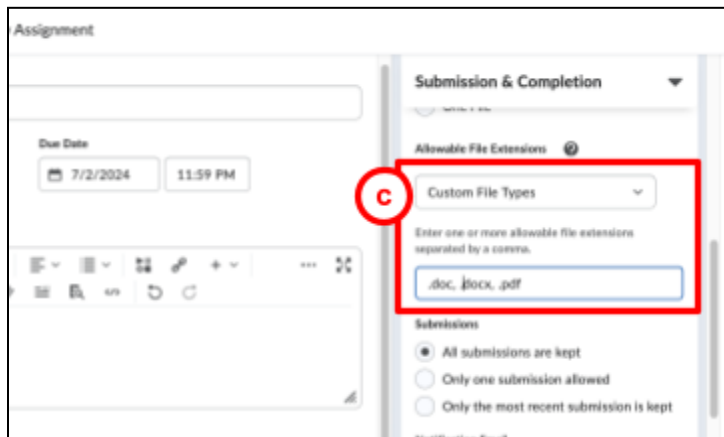

   a. If you choose Text submission, the student will enter text in a text editing field.
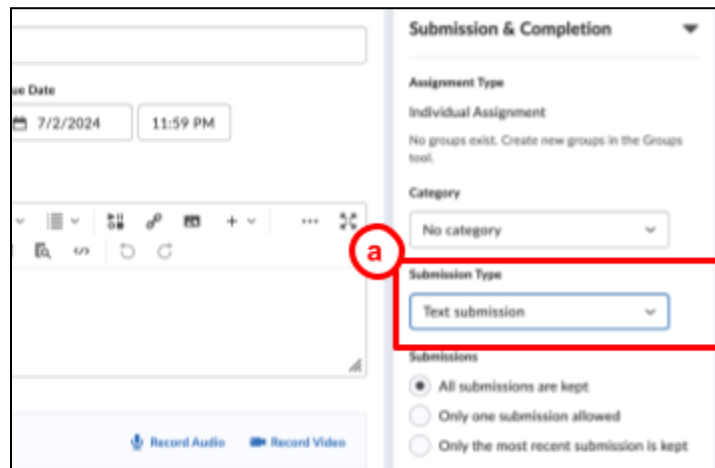
b. If you choose File, you can allow any file type ("No restrictions"), or only specific types e.g., PDFs, Images, etc.
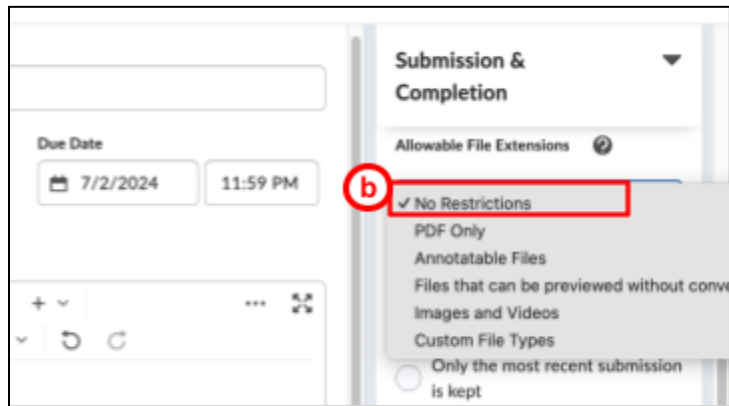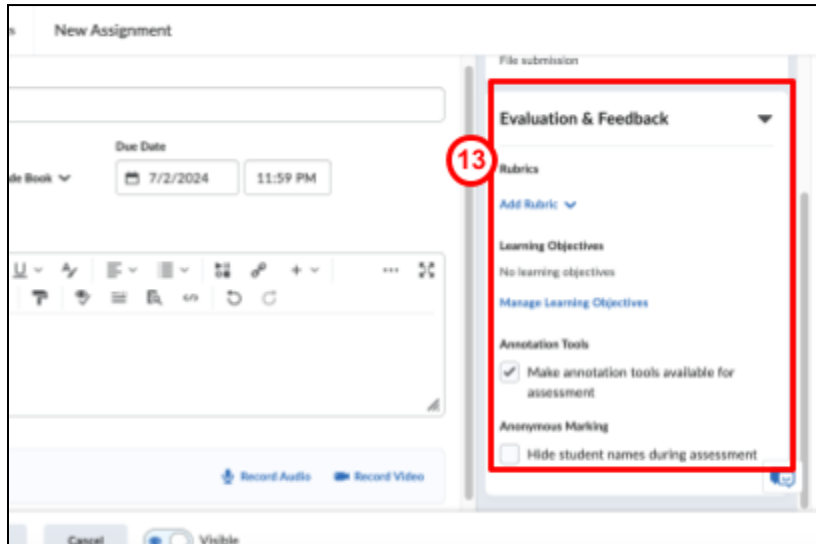

c. If you want to allow PDFs *and* Word docs, select Custom File Types and enter the file extensions ".pdf, .doc, .docx." To allow only Word docs, enter ".doc, .docx."
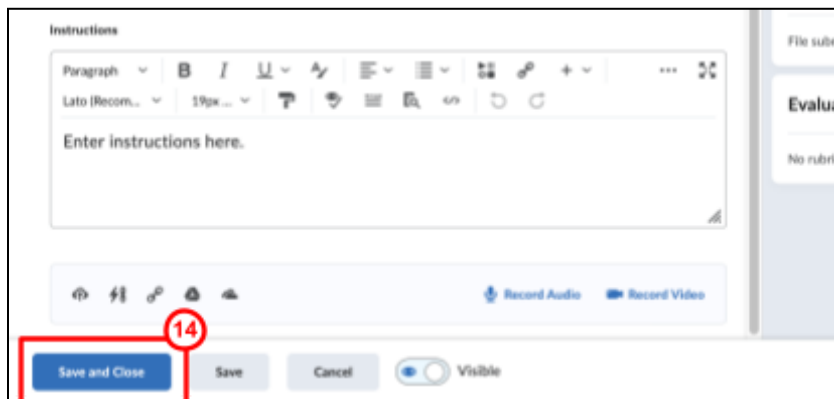

12. Decide how many submissions you will keep.
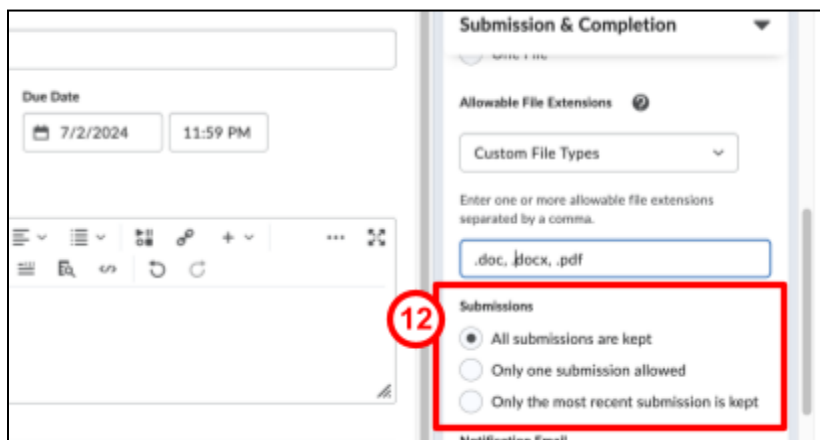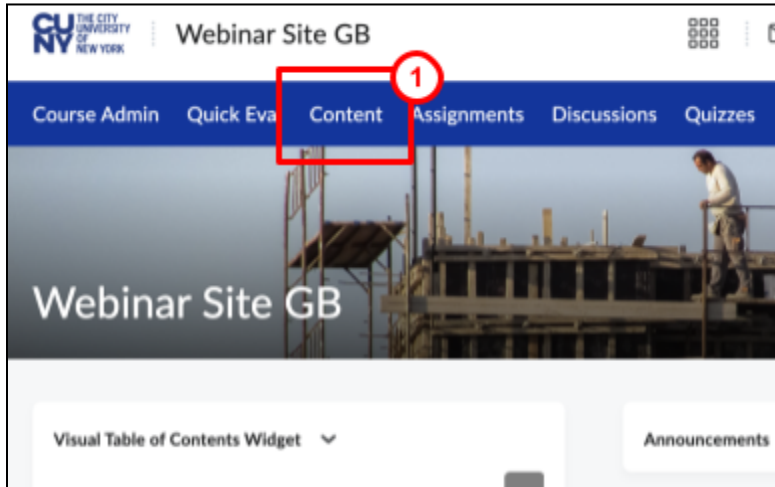
13. Select desired options under Evaluation & Feedback.

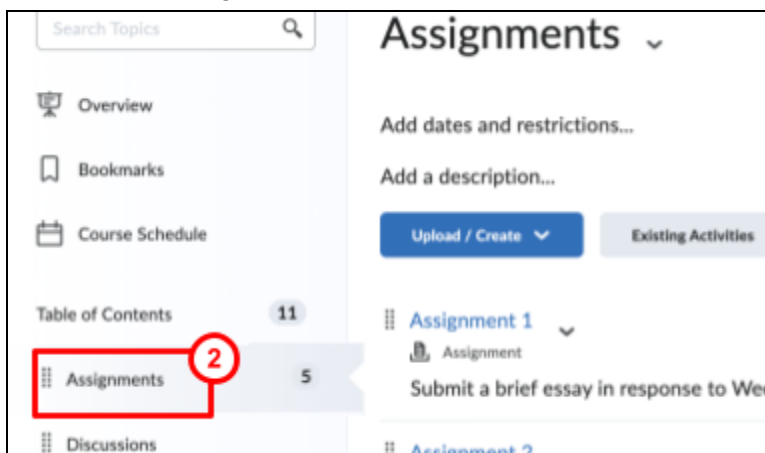14. Click Save and close, then add the assignment to a Content Module.
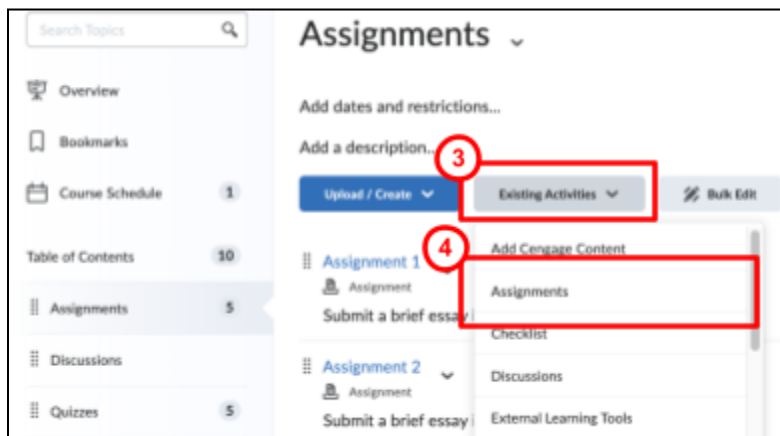
Add the assignment to a Content Module.

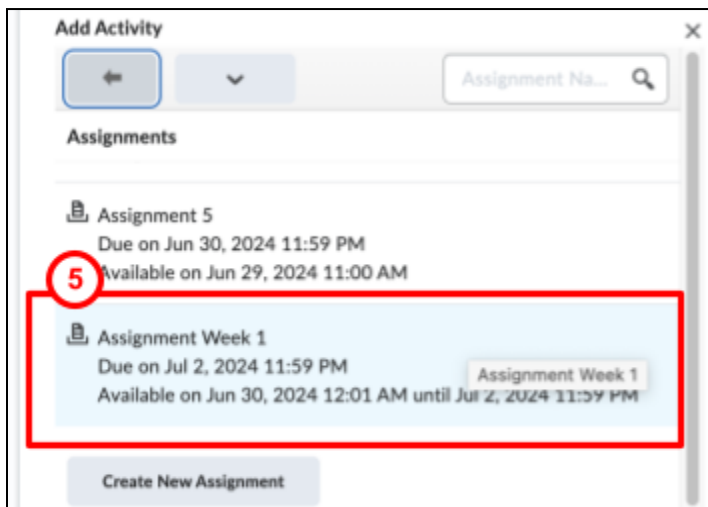1. Click on Content in the Navigation Bar.

2. In this example, we will add the assignment to an existing module named Assignments. Click on the Assignment module in the Table of Contents.

3. Click on Existing Activities.
4. Select Assignments from the drop-down menu.

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5. Navigate to and select the assignment that you want to add.

6. The assignment will appear at the bottom of the list of assignments in the module. To reorder it, hover over the left side of the assignment until your cursor turns into a cross, then click, hold, and drag it to the desired position.